

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

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| Service: Housing & Social Work | Division: Social Work Resources |
| Section: Learning & Organisational Development | Post: Service Manager |
| Grade: NLC14 | Current Salary Scale: £ 36,429 - £43,719 |
| Date vacancy occurred: 30.11.2011 | |
| Reason for vacancy: Resignation | |
| <p>What are the consequences of not filling this post? The post covers the remit of Duties under SW legislation in relation to employees in child protection, children and families and justice services. Social Workers are required to undertake this mandatory training after six months in post, they are required to undertake compulsory CPD in protection duties. This must be delivered by SW agencies themselves</p> <p>After public protection enquiries e.g. child's death, child abuse, development of employees must take account of findings and the remit of this post ensures a strategic and comprehensive practice development programme. This provides protection for the public and accountability for the local authority</p> <p>The training remit ensures consistent standards of training content, delivery and ongoing professional development of the public protection agenda</p> <p>This post is critical as part of workforce planning in relation to children families and justice services. A new Pan Lanarkshire Children and Families workforce strategy will be launched in May which requires this post to be filled</p> | |
| What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? | |
| The following documents are enclosed with this form: (✓) | |
| 1. Job Description | <input checked="" type="checkbox"/> |

2. Organisational Chart (detailing location of post in structure and including number of posts at same level)



I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.

Signature

Executive Director:

Mary Casals

Date:

28/5/2012

Human Resources use:

Date of Vacancy Monitoring Sub-Committee _____

APPROVE / NOT APPROVE / CONTINUE

Job Description

Service Manager (Learning & Organisational Development)

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|------------------------|--|
| Job Title | Service Manager (Identified care group or theme) |
| Grade | NLC 14 |
| Responsible to | Manager L&OD |
| Responsible for | Designated staff and services. |
| Location | Edward Lawson Centre, 297 Coltness Road, Wishaw ML2 7 EX |

- Overall Purpose**
- To contribute to promotion of social work values and ethos as represented in the Changing Lives agenda
 - To provide day to day operational management and leadership across designated service areas.
 - Have a day to day responsibility for assessment and planning and service provision for designated services including quality assurance functions
 - To promote service improvement through partnership networking with other agencies
 - To support the delivery of North Lanarkshire Council's corporate policies and services strategies including in their field of operation
 - Contribute to general social work service delivery across care groups
 - Deputise for other managers as appropriate.

Principal Duties and Responsibilities

Delivering quality services:

- Promote the principles of person centred practice in social work service delivery
- Support development and maintenance of best practice in the field of public protection through compliance with organisational policy and procedure and national standards
- Implement effective monitoring and measurement of assessment and planning ensuring that locality services are provided within the Department's quality assurance framework
- Promote appropriate targeting of resources and the principle of minimum intervention through joint working with partners in universal services
- Support staff through promotion of staff development, monitoring implementation of the supervision policy and effective workload management
- Contribute to the formulation of operational and strategic plans for their area of service delivery, working with colleagues across the organisation and partners

Supporting sound governance and financial management:

- Ensure compliance with necessary financial systems and procedures to effectively manage resources
- To represent the Social Work in any relevant management arrangements for jointly managed services
- Implement, manage and report on performance management using the service performance management framework
- Support the Management Team to evaluate effectively the resource implications of existing service plans and new initiatives
- To contribute to community planning agendas as directed.

Leadership:

- Lead and motivate designated first line managers to ensure that a culture of effective service delivery and focus on quality of outcomes is established
- Review staff performance and identify training needs to support continuous development
- Lead the management of change, for example new practice requirements arising from reports from regulatory authorities eg SWIA, CJA
- Contribute to the growth of an open organisational culture which supports effective communication and learning
- Lead the promotion of the Changing Lives agenda
- Lead on the development of effective models of service user participation in their area of service delivery in line with agreed Departmental frameworks.

Relationships

Build effective working relationships with:

- Designated managers in their area of responsibility and with frontline staff
- Senior colleagues on a service wide basis
- Colleagues on an interagency basis
- Elected Members and other relevant stakeholders
- Service users
- Carers
- Service providers

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

April 2012
L&OD Organisation Structure

